Registering Students for the 2014 CRT-Alternate Assessment

- A very small percentage of the population will be administered the CRT-Alt. This form of the CRT is only available to students who have an IEP and who meet the criteria as a student with a significant cognitive disability.

- The case managers need to notify the system test coordinator as soon as possible of the students at each grade level that need to be administered the CRT-Alt. The materials for the CRT-Alt take time to produce, and it is important that this task is not put off until the last minute.

- All students who are eligible for the CRT-Alt must be registered for the 2014 administration **including students who have been registered for and taken the CRT-Alt in previous years**.

- Guidelines for eligibility for the CRT-Alt are online at http://www.opi.mt.gov/curriculum/MontCAS/

- Below is a table with the registration windows for students eligible for the CRT-Alt. It is extremely important that you register students currently enrolled during the first window. After December 3, the windows are specifically for students newly enrolled in your schools.

Registration Windows for Students Eligible for the CRT-   Alternate

Registration Windows for the Spring 2013 CRT-Alternate	
October 7 - December 2, 2013	For students currently enrolled in your school
January 2 – January 15, 2014	For students who enroll in your school after December 2, 2013
After January 15, 2013	For students who enroll after January 15, 2013, please contact Ashley Makowski at 406-444-3511 or amakowski@mt.gov

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Registration Instructions for Students Eligible for the CRT-Alternate

Logging In:
1. Go to http://iServices.MeasuredProgress.org
2. Select "**Montana Alternate Assessment.**"
3. Click "**CRT-ALT Student Registration.**"
4. User Name: 4-Digit System Code used for MARS
5. Password: Your MARS System Password
6. Click "**Login.**"

Registering Students
1. Select "**Register Students**" from the dropdown menu found under "**CRT-ALT Student Registration**" (in light blue text at the top of the screen)
2. Select the appropriate school for the student you are registering from the **"School"** dropdown menu.
3. To register a student, click the folder with text "**Add Student Record**" found below "**Student Roster.**" Note: **DO NOT use the fields on this page; they are only to search existing records.**
4. Complete all fields with System Test Coordinator, Student, and Teacher Information (all fields are required).
5. Select "**Submit**" upon completion.
6. To save entered information click "**Ok.**". To discard, click "**Cancel.**"
   Note: No message will appear, return to the roster page to see a list of registered students for each school
7. Repeat step 3 - 6 to register additional students.

Additional Registrations/Changes
1. To enter additional students at a different school within your system, select the school from the dropdown menu and repeat the steps above.
2. Registered students can be sorted by grade, first name, last name or student ID number.
3. To edit or remove a student and/or his or her information, click on the student's name.
4. Edit student information and click "**Submit.**" To remove the student, click "**Remove.**"
5. Click **"OK"** to save the action.
6. Once **"OK"** is selected you will be redirected to the main page. Student Roster lists per school can be printed by selecting either the XLS or CSV icon. Select either icon to open or save the file and then print as you normally would.
7. Once you have finished registering students click "**Log Off**" located in the upper right-hand corner of the screen

NOTE: During the open registration window System Test Coordinators can login at any time and edit/delete or add additional students by following the instructions above.

Contact Information

- If you do not have your student's 9-digit State Student ID number, contact your AIM System Administrator or the OPI AIM Helpdesk toll free at 1-877-4AIMMT1 (1-877-424-6681) or the Helena OPI AIM number, 406-444-3800.

- If you do not have the MARS password for your system, contact OPI 406-444-3511

- For additional questions or if you are having difficulty accessing the registration site contact Tim Greenlaw, (800)431-8901 Ext. 2309, greenlaw.timothy@measuredprogress.org or the Montana Service Center at (888)792-2741